



## CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

<b>CLASS:</b>	<b>Program Technician II</b>
<b>TENURE:</b>	<b>Permanent</b>
<b>TIME BASE:</b>	<b>Full-Time</b>
<b>SALARY:</b>	<b>\$2465- \$2998</b>

### **POSITION:**

Under the general supervision of the Supervising Program Technician III, performs the more difficult and complex functions relative to the balancing, reconciliation and validation of financial data representing State issued checks and warrants presented for redemption. Performs analysis of exception conditions, effect corrective actions and prepares required documentation in accordance with established procedures, rules and regulations relative to the Item Processing Program.

### **DUTIES:**

Review and verify adjustment actions, amount totals by fund/account, totals by presenting banks, updates to accumulative files and generates financial reports for audit purposes, performs tasks and functions to process financial data to achieve reconciliation, balance and validate items presented for redemption. Utilize sophisticated proprietary software and routinely detects exception conditions, analyze problems and take appropriate corrective action. Resolve the more difficult and complex processing problems requiring more analytical and applied logical deduction.

Verifying Suspects: Verify items that have not passed system edit requirements including stale dates, stop payment, exceed maximum amount, etc.; placing items in correct slits to either be paid or returned.

Batch Balancing: Reconcile bank balances versus Item processing balances to captured totals. Apply corrective action and update computer databases.

Data Preparation: Involves preparing bank batches into controlled units for delivery to encoding area. MICR: Encoding requires encoding control documents at batch, credit and block levels. Data Coordination: Involves organizing items for the Document Processor phase.

Assists with filing, micrographic functions and other duties as required.

### **DESIRABLE QUALIFICATIONS:**

- Ability to work closely with others
- Computer skills
- Good work habits, attendance and attitude
- Good written/verbal communication skills
- Experience with desktop tools such as, Microsoft Word, Access and Excel
- Ability to concurrently handle multiple projects.

**CONDITIONS OF EMPLOYMENT:**

Fingerprinting and Background Check are required.

**WHO SHOULD APPLY:**

Individuals who possess the qualifications listed above and have employment list eligibility as a Program Technician II or are interested in a lateral transfer or reinstatement may apply.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position.

**Please state the source of your eligibility (i.e. list eligibility and score, SROA, surplus employee, reinstatement, etc.) If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number "330-9928-009" next to the classification on your application/resume, i.e., Program Technician II (330-9928-009).**

**FINAL FILING DATE:**

Applications will be accepted until filled. Only individuals with the best qualifications will be interviewed.

**SUBMIT APPLICATIONS TO:**

Cecilia Sanchez  
Personnel Office  
State Treasurer's Office  
915 Capitol Mall, Room 538  
Sacramento, CA 95814

**IF YOU HAVE ANY QUESTIONS, PLEASE CALL:**

PUBLIC (916) 653-3100  
CALNET (916) 453-3100

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-3100 or TDD (916) 654-9922.